



Vacancy Announcement 2015-50 – Gardener, Full Performance Level

“Applicants applied for 2015-23 and 2015-33 will be considered for 2015-50”

OPEN TO: All Interested Candidates

POSITION: Gardener

OPENING DATE: October 28, 2015

CLOSING DATE: November 11, 2015

WORK HOURS: Full-time

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bishkek is seeking eligible and qualified applicant for the position of Gardener in the Facility Management Office.

BASIC FUNCTION OF POSITION

Groundskeeper is employed to perform year-round grounds upkeep services around the exterior of the U.S. Government owned and leased facilities, including but not limited to gardening during the summer, snow-removal in the winter, and year-round general upkeep and sweeping. Responsible for all horticultural and grounds maintenance, hardscape, and all other exterior enhancements, collectively referred to as “Landscaping”; responsible for the exterior elements and structures that are built into the landscape such as a sidewalk, driveway, fountain, bench, trellis, or gazebo (hardscape); responsible for the Horticulture elements such as fruits, vegetables, flowers, or ornamental plants. Receives written or oral work orders from the Foreman indicating location and scope of work to be accomplished, or independently proceeds to the assigned area and begins daily routine. Performs all necessary duties and tasks to maintain the health and aesthetic quality of the “Landscaping” including but not limited to the lawns, gardens, trees, shrubs, flowers, walkways, driveways, and fountains. Cares for and performs cleaning and routine maintenance on any equipment and assets involved in the performance of these duties. Required to operate various power driven equipment, such as push- and ride-on lawn mowers, trimmers/edgers, and a fork-lift. Position is supervised by the Custodial/Grounds Foreman.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION AND EXPERIENCE: Completion of secondary school and one year of practical gardening or related grounds keeping experience required at a manufacturing plant, government agency, major resort, hospital, office or residential complex, or a large university/school system **OR** completion of primary school and three years of practical gardening or related grounds keeping experience required at a manufacturing plant, government agency, major resort, hospital, office or residential complex, or a large university/school system is required.

2. LANGUAGE: English Level 1 (rudimentary) is required. Russian Level 3 (good working knowledge) (reading, speaking, and writing) is required. (*Language proficiency will be tested.*)

3. SKILLS AND ABILITIES:

Must know how to use a variety of tools of landscaping and snow removal trade including ladders; be organized, be able to keep work sites clean, neat, and safe; must be able to conform to the established safety and health policy and procedures; must be able to properly utilize appropriate personal protective equipment (PPE) as required by the job activity; good thinking skills for solving routine tasks and repairs; ability to self-plan work assignments accordingly for best use of time; be flexible while responding to emergency situations in an efficient and timely manner; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; excellent interpersonal skills and be able to handle a large workload and multiple tasks; ability to deal tactfully and courteously with the Embassy employees and visitors; must be able to work independently and in a team; be able to take direction; communicate orally with co-workers; basic math and geometry skills and the ability to apply these skills to job tasks; local Driver's License (Class B) is required for occasional use for operation of official Embassy vehicles for official business, both manual and automatic transmissions (*This will be tested*); local Certification to operate a tractor is required (*This will be tested*); physical ability for lifting, carrying and moving dirt, fertilizer, seeds, sod, transplants, ice-melt, snow removal and in attaching or removing implements to/from tractors; physical abilities for climbing ladders to prune or trim upper levels of trees as well as vegetation, frequently lifting and carrying objects up to 20kg. Ability to work outside in various weather conditions year-round as the work is performed predominately outdoors under prevailing weather conditions which may result in prolong exposure to cold, rain, fog, heat, snow and dampness, and extreme cold weather during winter months.

4. JOB KNOWLEDGE:

Expert knowledge dealing with all aspects of plant, soil and conditions. Must be able to determine what actions to take to reduce pest problems, drought conditions, early frost, fungus, and chemical problems. Able to recognize hazardous unsafe conditions and make corrections. The position requires knowledge and understanding of the local climate, soil conditions and adaptability of vegetation to these conditions as well as knowledge of the botanical and landscaping principles; experience in handling, mixing and applying gardening pesticides, chemical sprays, ice-melt, ect. and understanding proper procedures and safety precautions associated with their use and exposure. Experience operating a tractor.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained from the Human Resources Office. Please contact + 996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office).

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local employee staff security clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, a copy of local Driver's License (Class B), a copy of certificate to operate a tractor and etc.).

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office	U.S. Embassy Bishkek
Mailing Address:	Prospect Mira, 171, Bishkek, Kyrgyz Republic
E-mail Address:	<u>BishkekHR@state.gov</u>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing

diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.